

**FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
NOVEMBER 5, 2013**

PRESENT: Thomas Bradley (via GoTo Meeting), Brian Langendorf (via GoTo Meeting), Eric Lengell, Michele Moore (via GoTo Meeting)

ABSENT: Dean Stensberg, Kris Peihl

STAFF: Angela Hellenbrand, Executive Director; Brittany Lewin, Executive Director; Joshua Archiquette, Bureau Assistant

Brian Langendorf, Chair, called the meeting to order at 9:58 a.m. A quorum of four (4) was confirmed.

ADOPTION OF AGENDA

MOTION: Michele Moore moved, seconded by Thomas Bradley, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Brian Langendorf moved, seconded by Eric Lengell, to approve the minutes of July 16, 2013 as published. Motion carried unanimously.

PRACTICE MATTERS

MOTION: Brian Langendorf moved, seconded by Michele Moore, to invite Restlawn Memorial Park Cemetery and Scott Brainard to the next scheduled Board meeting to speak about their working relationship. Motion carried.

CLOSED SESSION

MOTION: Thomas Bradley moved, seconded by Eric Langell, to convene to closed session to deliberate on cases following hearing (s.19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Brian Langendorf read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Brian Langendorf – yes; Eric Lengell – yes; and Michele Moore – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:38 a.m.

RECONVENE TO OPEN SESSION

MOTION: Michele Moore moved, seconded by Thomas Bradley, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 11:05 a.m.

APPLICATION REVIEW

MOTION: Eric Lengell moved, seconded by Michele Moore, to approve Myesha Smith's application for Funeral Director Apprentice permit once all requirements are met. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Thomas Bradley moved, seconded by Eric Lengell, to affirm all motions made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Thomas Bradley moved, seconded by Michele Moore, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:15 a.m.